

FINANCIAL ADMINISTRATION

27 June 1977

OFFICE OF FINANCE NOTICE NO. 14-77

FROM: Thomas B. Yale  
Director of Finance

SUBJECT: General - Funds Obligations and Property Requisitioning  
Authorization Encumbrances (U/AIUO)

Specific - Deadline for Submitting Funds Obligations and  
Property Encumbrances as of 30 September 1977  
and Certification of FY 77 Obligations (U/AIUO)

1. (U/AIUO) PURPOSE - The purpose of this notice is to advise that

A. (U/AIUO) The obligations recorded in the Agency's accounts as of 30 September 1977 will be utilized for subsequent budget presentations. It is essential, therefore, that allottees establish an accurate record of obligations as of that date for Fiscal Year 1977.

B. (U/AIUO) Certain monthly financial reports will also be produced at mid-month intervals during the last quarter of Fiscal Year 1977 to give Budget and Fiscal offices additional tools in assuring that the unliquidated obligations are proper and valid.

2. (C) SUPPLEMENTAL REPORTS

(C) Supplemental reporting of FY 77 obligation, encumbrance, expenditure and issue data will be made through mid-July, mid-August, and mid-September production of the Open Obligation Activity (OOAR) and Open Encumbrance Activity (EAR) reports and the selected Trend Reports. The OOAR will reflect obligations reported by those Obligating Documents received by either section of the Data Base Management Branch by COB 14 July, 18 August, and 15 September respectively and it will include respective July, August and September obligations for all payrolls. Obligations for the biweekly and four-week payrolls will be based upon actual expenditures for the pay periods ended 2 July, 13 August, and 10 September except that the mid-July reports do not include July obligations for the four-week payroll as the pay period ends too late to be included in this report. The monthly payrolls will be based upon expenditures for the pay periods ended 30 June, 31 July, and 31 August. The EAR will include encumbrance and issue data extracted from the Inventory Control System as of 8 July, 12 August, and 9 September respectively. The Open Obligation Activity, Encumbrance Activity and selected Trend Reports should be distributed on 18 July, 22 August, and 19 September 1977.

3. (C) PROCEDURES

A. (C) Allottees should take appropriate action to obtain from their respective field stations complete and accurate figures for obligations and encumbrances incurred, projected through 30 September 1977, as soon as is feasible to include in the September mid-month report.

B. (C) The previous practice of allowing an additional seven days following the close of a fiscal year for reviewing and reporting obligations and encumbrance data has been changed for this Fiscal Year. The mid-month reviews in July, August, and September and the need to satisfy the daily update requirement of GAS without creating an unwarranted backlog in processing October transactions prompted this decision. Accordingly, APODS and other obligation documents for obligations incurred on or before 30 September 1977 must be received by the Data Base Management Branch no later than the close of business 3 October 1977. All possible emphasis is requested on minimizing month end volume in September by spreading data inputs through the month to the maximum extent feasible.

C. (C) As required by Section 1311(b) of the Supplemental Appropriation Act, 1955, as amended (31 USC 200), the Director reports to the Office of Management and Budget in the Budget submission of each year that all statements of obligations furnished therein consist of valid obligations as defined in Section 1311(a) of that Act. The Director will be required to make a similar report concerning obligations for Fiscal Year 1977. To support this report, each allottee of a FY 1977 allotment is requested to complete the certification below. The certification should be routed through the Directorate Planning Officer, to Accounts Division, Office of Finance, Room 513 Key Building by 19 October 1977. Responsibility for this certification may not be re-delegated by the Agency official to whom the allotment was made.

(C) "This is to certify that all obligations against funds allotted to me reported to the Office of Finance during FY 1977 which remained unliquidated as of 30 September 1977 were valid and properly documented in accordance with [ ] para 20a(1)."

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Signature

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Title

\_\_\_\_\_  
Date

[ ]

Thomas B. Yale

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